



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4446 SSA
\$4400 - \$5348 Assoc. TPO

Will consider both levels for recruitment purposes

Under the direction of the Treasury Program Manager II, the position serves as the technical specialist for the Energy Program performing analytical work. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Analyzes and reviews legal and energy related documents and proposals for the State's Energy Program; prepares recommendations to management to address sensitive issues in areas such as revenue requirements; and reviews independent consultant reports to recommend appropriate course of action.
- Assists the Treasury Program Manager I and II in maintaining the structure for the short and long range direction of the STO Energy Program by developing and recommending procedures, advising management on issues, and responding to rating agencies and investor inquiries about the program.
- Analyzes legislation related to the Energy Program; makes policy recommendations and consults with staff in the legislature, other state agencies, and private industry on energy issues. Responds to inquiries from investors, State agency representatives, bond counsel, and the general public. Drafts legislation to address the State Treasurer Office's needs to carry out its financial responsibilities as it relates to the Energy Program.
- Participates in meetings with State departments, the legislature, investors, rating agencies, and bond counsel on the energy issues such as revenue requirements, billing alternatives, independent consultant studies and the Department of Water Resources projection for revenues and expenses for the Energy Program. Other duties as assigned.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.)

If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-505-5157-001" next to the classification on your application/resume (i.e., [SSA/ Assoc TPO 820-505-5157-001]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/505/kd 04/10/09